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June 1, 2006

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Agenda No. 7
03/28/06

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

**Re: CONDITIONAL USE PERMIT NUMBER 03-297-(5)
OAK TREE PERMIT NUMBER 03-297-(5)
FIFTH SUPERVISORIAL DISTRICT/THREE-VOTE MATTER**

Dear Supervisors:

Your Board previously conducted a hearing regarding the above-referenced permits which propose continued operation of a school and residential treatment center for orphaned and at-risk children and construction of a new support facility, all located on parcels on Mountain View Street in the Altadena Zoned District. At the conclusion of the hearing, you indicated an intent to approve the permits with additional conditions and instructed us to prepare the appropriate findings and conditions for approval. Enclosed are the proposed findings and conditions for your consideration.

Very truly yours,

RAYMOND G. FORTNER, JR.
County Counsel

By

ELAINE M. LEMKE
Principal Deputy County Counsel
Property Division

APPROVED AND RELEASED:

RAYMOND G. FORTNER, JR.
County Counsel

EML:di
Enclosures

HOA.366309.1

**FINDINGS OF THE BOARD OF SUPERVISORS
AND ORDER
CONDITIONAL USE PERMIT NUMBER 03-297-(5)
OAK TREE PERMIT NUMBER 03-297-(5)**

1. The Los Angeles County Board of Supervisors ("Board") conducted a duly-noticed public hearing on proposed Conditional Use Permit ("CUP") No. 03-297-(5) and Oak Tree Permit No. 03-297-(5) on March 28, 2006. The Los Angeles County Regional Planning Commission ("Commission") conducted its public hearing on these proposed permits over four sessions with the last session occurring December 7, 2005. The Commission approved the CUP and oak tree permit, both of which were called up for review by the Board.
2. The applicant, Five Acres: the Boys and Girls' Aid Society of Los Angeles County ("Five Acres"), requests a CUP to authorize continued operation by Five Acres of a school and residential treatment center for 84 children and new construction of a support facility consisting of a 2,600-square-foot one-story building with a basement and 43 parking spaces. The applicant also requests an oak tree permit to authorize the encroachment within the protected zone of five oak trees and the removal of two oak trees located on the proposed support facility site (collectively the "Project").
3. The existing Five Acres School is located at 704 Mountain View Street ("School Site"); and the Main Campus is located at 760 Mountain View Street in Altadena ("Main Campus"). Both are located within the Altadena Zone District.
4. The site for the proposed support facility is a 0.84-acre rectangular-shaped parcel with level topography located at 743 West Mountain View Street ("Support Facility"). It is also located within the Altadena Zone District. The Support Facility site is currently developed with two garage structures which would be demolished as part of this Project and a 1,040-square-foot single-family residence which is to remain.
5. The applicant has operated its facility for abused and neglected children at the Main Campus since 1926. Orphaned and at-risk children reside and attend school at Five Acres, usually staying there for one or two years until placement with adoptive or foster parents. The average age of the children is 10 years; and they range in ages from 6 years to 14 years of age. This Project does not propose to increase Five Acres' enrollment or staff nor to otherwise change the existing program for the children.
6. The Main Campus includes administrative offices, bungalow-style dormitories, recreational facilities, perimeter parking, and support classrooms. It is connected to the School Site by an off-street, private walkway across an intervening parcel. The proposed Support Facility is located across the street from the Main Campus and School Site. It would add 43 parking spaces, storage space, and administrative office space. No students would access the Support Facility.

7. The subject property for the Support Facility is zoned R-1-7,500 (single-family residence, minimum lot size of 7,500 square feet) and is located within the Altadena Community Standards District.
8. Pursuant to County Code Section 22.20.100, the following are permissible uses in the R-1 zone provided a CUP has first been obtained as provided in Part 1 of Chapter 22.56, and while such permit is in full force and effect in conformity with the conditions of such permit:

Accredited schools through grade 12, including appurtenant facilities, which offer instruction required to be taught in the public schools by the Education Code of the state of California, and;

Group homes for children having seven or more children.
9. Surrounding zoning consists of R-1-7,500 to the north, south, east, and west.
10. Land uses surrounding the Support Facility consist of: single-family and multi-family residences to the north; the City of Pasadena, Five Acres' Main Campus, single-family residences, and a Pasadena Water Department facility to the south; single-family residences to the east; and single-family residences and a church to the west.
11. The property on which the existing Main Campus is located is classified "Institutions" on the Altadena Community Plan land use map. The School Site, Support Facility, and the surrounding area are located in an area classified as "Low Density Residential." Institutional uses may be permitted in this classification if they are compatible in terms of scale and design with the residential development. New development should be compatible with and complement existing uses.
12. Applicable goals and policies of the Altadena Community Plan are to:
 - A. Provide school facilities to serve the community's social, cultural, vocational, and recreational, as well as educational needs which are compatible with the character and local interests of Altadena;
 - B. Provide a broad range of community services at available existing school sites or other new facilities;
 - C. Preserve and enhance existing land uses and areas of historical and/or unique importance;
 - D. Preserve existing residential neighborhoods, commercial districts, community facilities, institutions, and environmental amenities;

- E. Provide for development which is compatible with and complements existing uses; and
 - F. Allow the intensification of land uses only as it does not adversely impact existing uses, neighborhoods, and the prevailing low-density character of the Altadena community.
13. The proposed Project enhances and provides needed community services in conjunction with an existing school site. The one-story Craftsman style design with larger than required set backs and extensive landscaping proposed for the Support Facility will provide a residential appearance and thus comply with the intent of the community plan. The Support Facility would also provide a reduction in on-street parking congestion due to the parking management plan, compliance with which is required as a condition.
 14. The site plan for the Support Facility depicts the approximately 2,600-square-foot proposed support building and the existing residence (to remain) fronting Mountain View Street. The plan also depicts the 43 proposed parking spaces at the rear of the property. Access to the site is depicted via Mountain View Street to the south.
 15. Part 16 (Oak Tree Permits) of Chapter 22.56 of the Los Angeles County Code ("County Code") seeks to preserve and maintain healthy oak trees as significant historical, aesthetic, and ecological resources. The removal of any oak tree or the encroachment within the protected zone of any tree of the oak genus which is 25 inches or more in circumference is prohibited except in accordance with a valid oak tree permit.
 16. The applicant has submitted an oak tree report addendum prepared by certified arborist Cy Carlberg dated April 29, 2003. The Los Angeles County Forester and Fire Warden, Forestry Division, has reviewed the oak tree report and determined that the document is accurate and complete as to the location, size, condition, and species of the oak trees on the Support Facility site. The County Forester has recommended approval of the requested encroachments and removals subject to the recommended conditions of approval. Typically, two trees are to be provided for each one removed. Here, however, only two replacement trees will be required because one of the trees to be removed is dead.
 17. The proposed site plan for the Support Facility shows new construction encroaching into the protected zones of five oak trees and the removal of two oaks. The Board finds that the oak tree permit is necessary to allow the construction of the Support Facility as proposed due to site constraints. The locations of the oak trees on the subject property preclude the reasonable and efficient use of the subject site for the proposed use and frustrate the planned development and proposed use of the property. Compliance with the conditions recommended by the County Forester will avoid damage to the remaining oak trees.

18. Pursuant to the Altadena Community Standards District (County Code Section 22.44.127), height and yard standards are based on the size of the lot or parcel. The Support Facility site is approximately 36,000 square feet. The maximum allowed height for this size parcel is 35 feet. Two stories is the maximum number of stories allowed above grade.

Yard requirements for this size parcel in Zone R-1 are:

Front yard: not less than 20 feet in depth;

Interior side yard: not less than five feet; and

Rear yard: not less than 35 feet in depth.

The front yard shall not be less than the average depth of all of the front yards on the same side of the street on the same block. A vacant lot or parcel shall not be included in the computation for this purpose.

Each side yard shall not be less than 10 percent of the average width of the lot or parcel, but in no case less than five feet for interior and corner side yards and 10 feet for reverse corner side yards.

Each required yard shall not be less than 15 feet where any portion of a residence or other structure within that yard exceeds 23 feet in height.

19. The proposed Support Facility building is approximately 18 feet high and complies with the stated height requirements. The setbacks for the proposed building as shown on Exhibit "A" are as follows and comply with the stated setback requirements:

Front yard: 25 feet

West side yard: 16 feet

East side yard: 80 feet; and

Rear yard: 125 feet.

In addition, conditions of approval require the Support Facility building to be set back 80 feet from the single-family dwelling to the east and 125 feet from the single-family dwelling to the rear.

20. Pursuant to County Code Section 22.44.127.D, the gross structural area or lot coverage shall not exceed 9,000 square feet.

The Support Facility site contains a 1,040-square-foot (existing) one-story single-family residence. The footprint of the proposed one-story (with basement) Support Facility is approximately 2,600 square feet for a total lot coverage of

3,640 square feet, or 10 percent of the site. Thus, the proposed project complies with the stated lot coverage requirements.

21. Pursuant to County Code Section 22.48.160, fences and walls may be erected and maintained in required yards subject to the following specifications:
 - A. Front yard: fences and walls shall not exceed a height of three and one-half feet;
 - B. Interior side and rear yards: fences and walls shall not exceed six feet in height; and
 - C. Retaining walls: retaining walls shall not exceed six feet in height and are permitted in all yards.
22. To further increase compatibility with the neighborhood, conditions of approval require landscaping at the Support Facility which will exceed County Code and Community Standards District ("CSD") requirements. In addition, the parking area for the Support Facility will be fully developed with "Grass Crete."
23. At the Support Facility, no fencing will be erected within the required front yard set back. The following fencing is proposed: 1) A six-foot high gate for the access drive-way; 2) A six-foot high, 16-foot long fence on the west side of the support building; and 3) A six-foot high block wall with a two-foot wood extension along the eastern and northern perimeter.
24. The two-foot extensions for the northern and eastern perimeters exceed the six-foot height limit. The additional height was added, however, pursuant to a request from the adjacent property owner. The Board therefore grants the two-foot extensions for a total height of eight feet as proposed.
25. Pursuant to County Code Section 22.52.1120.D, every group home for children shall have one automobile parking space for each staff member on the largest shift and one parking space for each vehicle used directly in conducting such use.

Pursuant to County Code Section 22.52.1200.A, every building used in whole or in part for an elementary school having no grade above the sixth grade, shall have, within 500 feet thereof, one automobile parking space for each classroom.

Pursuant to County Code Section 22.56.1510.E (Conforming Uses in a Building or Structure Nonconforming Due to Parking), a building or structure nonconforming due to parking standards may be occupied by any use permitted in the zone in which it is located subject to the limitations and conditions governing such use as specified in the zone; provided that: 1) The use has the same or lesser parking requirement as the existing or previous use; or 2) If the use has a greater requirement than the existing or previous use, a sufficient number of additional parking spaces is developed to accommodate the increased amount of space required by the new use.

26. The previous CUP, under which Five Acres is operating, required that 70 parking spaces be provided on-site. One hundred and thirteen on-site parking spaces will be required upon completion of the Support Facility.
27. Five Acres will continue to offer off-site parking for staff in addition to the 113 on-site parking spaces. Five Acres currently contracts for 84 off-site parking spaces and will be required to maintain that number with its new CUP. Thus, with the increase to 113 on-site spaces, Five Acres will provide 197 total parking spaces.
28. Five Acres currently has 191 full-time and part-time staff that work at the Main Campus and School Site. The number of staff working at any given time ranges from nine staff members during off peak hours (night time) to a high of 169 staff members during a once-weekly staff meeting.
29. Existing staff of the school or Main Campus will work at the Support Facility. No new staff will be hired for the Support Facility.
30. The Main Campus was established at its location prior to any parking ordinance. The first requirements for automobile parking spaces to be provided in conjunction with the construction of a new building were adopted in 1943 (Ordinance 4292, effective date 11/10/43). The Project will comply with County Code parking requirements.
31. Those testifying at the public hearings before the Board and Commission included individuals both in favor of, and against, the Project. Opponents of the Project focused their testimony primarily on over-intensification of institutional uses on a residential street. They expressed their belief that Five Acres had become too large for the neighborhood and that it would add to parking problems on the street. Concerns were raised that more institutional uses would follow, thereby causing further deterioration to the residential nature of the street.
32. To alleviate concerns about further intensification of institutional uses, the Board has included a condition for the CUP which will prohibit Five Acres' acquisition and use of additional parcels or lots on Mountain View Street for school use. Additional parking proposed for the Support Facility, along with a parking management plan, is intended to alleviate on-street parking congestion.

33. An Initial Study was prepared for this Project in compliance with the California Environmental Quality Act ("CEQA"), the State CEQA Guidelines, and the Environmental Document Reporting Procedures and Guidelines of the County of Los Angeles. The Initial Study reflected that there is no substantial evidence that the Project may have a significant effect on the environment. Based on the Initial Study, the Department of Regional Planning prepared a Negative Declaration for the proposed project.
34. The Board finds, based on the whole record before it, that there is no substantial evidence that the Project will have a significant effect on the environment. Thus, the Board adopts the Negative Declaration, finding that the documentation reflects the independent judgment and analysis of the Board as to the environmental effects of the Project.
35. The Board finds that with appropriate restrictions on its operation as set forth in the conditions of approval, the proposed use will be compatible with surrounding land uses.

BASED ON THE FOREGOING, THE BOARD OF SUPERVISORS CONCLUDES:

REGARDING THE CONDITIONAL USE PERMIT:

- A. Granting this conditional use with the attached conditions and restrictions will be consistent with the applicable provisions of the adopted general plan for the area;
- B. With the attached conditions and restrictions, the requested use at the proposed location will not adversely affect the health, peace, comfort, or welfare of persons residing or working in the surrounding area; will not be materially detrimental to the use, enjoyment, or valuation of property of other persons located in the vicinity of the site; and will not jeopardize, endanger, or otherwise constitute a menace to the public health, safety, or general welfare;
- C. That the proposed site is adequate in size and shape to accommodate the yards, walls, fences, parking and loading facilities, landscaping, and other development features prescribed in Title 22 of the County Code, or as is otherwise required in order to integrate the proposed use with the uses in the surrounding area; and
- D. That the proposed site is adequately served by highways or streets of sufficient width and improved as necessary to carry the kind and quantity of traffic such use would generate, and by other public or private service facilities as are required.

REGARDING THE OAK TREE PERMIT:

- A. That the proposed construction will be accomplished without endangering the health of the five remaining oak trees on the subject property that are subject to Part 16 of Title 22 of the County Code;
- B. That the removal of two oak trees is necessary because their continued existence at their present locations frustrates the planned improvement or proposed use of the subject property to such an extent that placement of such trees precludes the reasonable and efficient use of such property; and
- C. That the oak tree removals and encroachment into the protected zones of the five oak trees proposed will not be contrary to or be in substantial conflict with the intent and purpose of the oak tree permit procedure.

THEREFORE, THE BOARD OF SUPERVISORS:

- 1. Adopts the Negative Declaration for the Project.
- 2. Approves Conditional Use Permit No. 03-297-(5) and Oak Tree Permit No. 03-297-(5), subject to the attached conditions.

CONDITIONS OF APPROVAL
CONDITIONAL USE PERMIT NUMBER 03-297-(5)
OAK TREE PERMIT NUMBER 03-297-(5)

1. This grant authorizes: the use of the subject property for the continued operation of a school and group home for a maximum of 84 children; the construction of a Support Facility; maintenance of an existing single-family residence; and the removal of two oak trees and encroachment into the protected zone of five oak trees, all depicted on the approved Exhibit "A" and subject to all of the following conditions of approval. The subject property includes only the Main Campus at 760 Mountain View Street, the School Site at 704 Mountain View Street, and the Support Facility at 743 Mountain View Street
2. Unless otherwise apparent from the context, the term "permittee" shall include the applicant and any other person, corporation, or other entity making use of this grant.
3. This grant shall not be effective for any purpose until the permittee and the owner of the subject property, if other than the permittee, have filed at the office of the Department of Regional Planning ("Department") their affidavit stating that they are aware of, and agree to accept, all of the conditions of this grant and that the conditions of the grant have been recorded as required by Condition No. 9 and until all required monies have been paid pursuant to Condition Nos. 10 and 11.
4. The permittee shall defend, indemnify, and hold harmless the County, its agents, officers, and employees from any claim, action, or proceeding against the County or its agents, officers, or employees to attack, set aside, void, or annul this permit approval, which action is brought within the applicable time period of Government Code section 65009 or any other applicable limitation period. The County shall notify the permittee of any claim, action, or proceeding and the County shall reasonably cooperate in the defense.
5. In the event that any claim, action, or proceeding as described above is filed against the County, the permittee shall within 10 days of the filing pay the Department an initial deposit of \$5,000, from which actual costs shall be billed and deducted for the purpose of defraying the expenses involved in the Department's cooperation in the defense, including but not limited to, depositions, testimony, and other assistance to permittee or permittee's counsel. The permittee shall also pay the following supplemental deposits from which actual costs shall be billed and deducted:
 - A. If during the litigation process, actual costs incurred reach 80 percent of the amount on deposit, the permittee shall deposit additional funds sufficient to bring the balance up to the amount of the initial deposit. There is no limit to the number of supplemental deposits that may be required prior to completion of the litigation.

- B. At the sole discretion of the permittee the amount of an initial or supplemental deposit may exceed the minimum amounts defined herein.

The cost for collection and duplication of records and other related documents shall be paid by the permittee in accordance with Section 2.170.010 of the Los Angeles County Code ("County Code").

6. This grant shall expire unless used within two years from the date of approval by the Board of Supervisors ("Board"). A one-year time extension may be requested, in writing, with the payment of the applicable fee, at least six months before the expiration date.
7. If any material provision of this grant is held or declared to be invalid by a court, the permit shall be voidable and the privileges granted hereunder may lapse.
8. This grant supersedes Conditional Use Permit No. 88-236. Unless extended, the term of this grant shall expire 20 years after approved by the Board. Upon written application of the permittee made no less than two months prior to May 30, 2026, the term of this grant shall be extended by the Director of the Department of Regional Planning ("Director") for a period not to exceed 20 years, as provided below. The Director shall grant such extension unless she/he finds one of the following: 1) That the permittee has failed to adhere to the conditions of approval and such failure has not been timely corrected upon written notice thereof; and 2) That the use is not in compliance with all applicable laws and regulations. If either of the foregoing findings is made by the Director, the extension may be denied. Subsequent extensions may be granted by the Regional Planning Commission ("Commission") upon written application made no less than six months prior to the expiration of the previous extension.
9. Prior to the use of this grant, the terms and conditions of the grant shall be recorded in the office of the county recorder. In addition, upon any transfer or lease of the subject property during the term of this grant, the permittee shall promptly provide a copy of the grant and its terms and conditions to the transferee or lessee, as applicable, of the subject property.
10. The subject property shall be maintained and operated in full compliance with the conditions of this grant and any law, statute, ordinance, or other regulation applicable to any development or activity on the subject property. Failure of the permittee to cease any development or activity not in full compliance shall be a violation of these conditions. Prior to the use of this grant, the permittee shall deposit with the County of Los Angeles the sum of \$1,500. These monies shall be placed in a performance fund which shall be used exclusively to compensate the Department for all expenses incurred while inspecting the premises to determine the permittee's compliance with the conditions of approval, including adherence to development in accordance with the approved site plan on file at the Department. The fund provides for 10 biennial (every other year)

inspections. Additional monies sufficient to provide for 10 additional biennial inspections shall be deposited with the County every 20 years for the life of the grant. The amount due for such inspections shall be the amount equal to the recovery cost at the time of payment. The inspections shall be unannounced. If additional inspections are required to ensure compliance with the conditions of this grant, or if any inspection discloses that the subject property is being used in violation of any condition of this grant, the permittee shall be financially responsible for and shall reimburse the Department for all additional inspections and for any enforcement efforts necessary to bring the subject property into compliance. The charge for additional inspections shall be the amount equal to the recovery cost at the time of payment. The current recovery cost is currently \$150 per inspection.

11. Within 15 days of the approval date of this grant, the permittee shall remit processing fees in the amount of \$1,275 payable to the County of Los Angeles in connection with the filing and posting of a Notice of Determination in compliance with section 21152 of the Public Resources Code and to defray the costs of fish and wildlife protection and management incurred by the California Department of Fish and Game pursuant to section 711.4 of the California Fish and Game Code. No project subject to this requirement is final, vested, or operative until the fee is paid.
12. Notice is hereby given that any person violating a provision of this grant is guilty of a misdemeanor. Notice is further given that the Commission or a hearing officer may, after conducting a public hearing, revoke or modify this grant, if the Commission or hearing officer finds that these conditions have been violated or that this grant has been exercised so as to be detrimental to the public's health or safety or so as to be a nuisance. A revocation/modification public hearing shall be held before the Commission in accordance with Section 22.60.174 of the County Code. The permittee shall pay or reimburse the County for all necessary fees associated with such hearing.
13. All requirements of the Zoning Ordinance, the Altadena Community Standards District, and of the specific zoning of the subject property must be complied with unless specifically modified by this grant, as set forth in these conditions or shown on the approved plans.
14. Upon approval of this grant the permittee shall contact the Fire Prevention Bureau of the Los Angeles County Forester and Fire Warden to determine what facilities may be necessary to protect the property from fire hazard. Any necessary facilities shall be provided to the satisfaction of and within the time periods established by said department.
15. The subject property shall be developed, operated, and maintained in compliance with requirements of the Los Angeles County Department of Health Services. Adequate water and sewage facilities shall be provided to the satisfaction of said department.

16. All structures shall comply with the requirements of the Los Angeles County Department of Public Works, Building and Safety Division.
17. All structures, walls, and fences open to public view shall remain free of extraneous markings, drawings, or signage. These shall include any of the above that do not directly relate to the business being operated on the premises or that do not provide pertinent information about the premises. The only exceptions shall be seasonal decorations or signage provided under the auspices of a civic or non-profit organization. In the event such extraneous markings occur, the permittee shall remove or cover said markings, drawings, or signage within 24 hours of such occurrence, weather permitting. Paint utilized in covering such markings shall be of a color that matches, as closely as possible, the color of the adjacent surfaces. The Support Facility shall have no Five Acres' external identification signs visible from the street. This prohibition shall not affect placement of directional signs needed for the safe movement of vehicles and pedestrians.
18. Landscaping at the Support Facility shall include additional shrubbery and trees beyond that that depicted in the Exhibit "A" initially submitted to the Department to the reasonable satisfaction of the Director to minimize noise impacts and enhance the appearance of the property. A revised landscaping plan must be approved by the Director depicting this enhanced landscaping. The Support Facility building shall be situated on the lot with the smaller portion fronting Mountain View Street.
19. The support facility shall be set back 80 feet from the single-family dwelling to the east and 125 feet from the single-family dwelling to the rear.
20. Within 60 days of approval of this grant, the permittee shall submit to the Director for review and approval three copies of revised plans, similar to Exhibit "A" as presented at the public hearing, that depict all required project changes, including all proposed and existing facilities, structures, and landscaping, including the size, type and location of all plants, trees, and watering facilities. In addition, Exhibit "A" shall depict the "rotated orientation" of the Support Facility as recommended by Five Acres' neighbors and the Altadena community. The property shall be developed and maintained in substantial conformance with the approved Exhibit "A." In the event that subsequent revised plans are submitted, the permittee shall submit three copies of the proposed plans to the Director for review and approval. All revised plans must be accompanied by the written authorization of the property owner.
21. Throughout the term of this grant, the permittee shall maintain all landscaping in a neat, clean, and healthful condition, including proper pruning, weeding, litter removal, fertilizing, and replacement of plants when necessary. Watering facilities shall consist of a permanent water-efficient irrigation system, such as "bubblers" or drip irrigation for irrigation of all landscaped areas except where there is turf or other ground cover. Grass Crete or other similar porous

grass/concrete pavement system shall be used to pave the Support Facility driveway from the concrete sidewalk/apron to the line of the north facing exterior wall of the Support Facility, a distance of approximately 96 feet. In addition, all of the parking area at the Support Facility shall be developed with the use of "Grass Crete."

22. Prior to the encroachment into the protected zone of any oak tree as authorized by this grant, the permittee shall obtain all permits and approvals required for the work that necessitates such encroachment.
23. The applicant shall not expand Five Acres' operations or uses to other lots or parcels on Mountain View Street nor convert any additional properties on Mountain View Street from residential use to non-residential use.
24. The construction, operation, and maintenance of the proposed use shall be further subject to all of the following restrictions:
 - A. The permittee shall comply with all recommended conditions set forth in the attached County of Los Angeles Department of Public Works letter dated March 4, 2004, except as otherwise required by said department. The permittee shall also make appropriate arrangements with the Department of Public Works to have the curb painted green in front of the main campus building to restrict parking;
 - B. The permittee shall comply with all recommended conditions set forth in the attached County of Los Angeles Fire Department, Fire Prevention letter dated August 16, 2005, except as otherwise required by said department;
 - C. The permittee shall strictly comply with all requirements set forth in the attached Los Angeles County Forester and Fire Warden, Forestry Division, letter dated February 23, 2004, except as otherwise required by said department. If replacement trees are to be planted on the subject property, the permittee shall plant one acorn of *Quercus Agrifolia* variety for each replacement tree planted. The acorn shall be planted at the same time as and within the watering zone of each replacement tree;
 - D. All replacement trees shall be planted on native undisturbed soil. The first two irrigations or watering of planted trees shall incorporate the addition of a mycorrhizae product (i.e., "mycorrhiza ROOTS" or similar product) in accordance with the label's directions. A layer of humus and litter from beneath the canopies of removed trees shall also be applied to the area beneath the canopies of replacement trees to further promote the establishment of mycorrhizae within their rooting zones. The seed source for the replacement trees shall be local to the project site;

- E. During construction the permittee and its contractor shall comply with Sections 12.12.010 through 12.12.100 of the County Code regarding building construction noise;
- F. Due to the residential surroundings, construction and grading activities at the Support Facility site shall begin no earlier than 8:00 a.m. with the exception of certain schedule-sensitive activities which include but are not limited to the pouring of concrete, which activities shall comply with Sections 12.12.010 through 12.12.100 of the County Code;
- G. At least 15 days prior to commencing construction and/or grading activities at the Support Facility site, a schedule of planned grading/construction activities and the name and phone number of a contact person at Five Acres shall be mailed to the residences and owners on Mountain View Street, between Windsor Avenue and Casitas Avenue; local homeowner associations that include residences along Mountain View Street between Windsor and Casitas Avenue; the Altadena Town Council; and others who make a request in writing;
- H. The permittee shall provide and continuously maintain a minimum of 113 on-site automobile parking spaces upon completion of the Support Facility. At least two of these spaces shall be van-accessible and reserved for persons with disabilities. The required parking spaces shall be continuously available for vehicular parking only and shall not be used for storage, vehicle repair, or any other unauthorized use;
- I. Parking on the Support Facility lot shall be for passenger vehicles only;
- J. The Support Facility driveway gate shall remain open during regular business hours and shall be locked at 8:00 p.m., except when the Support Facility parking lot is being used for special event parking, in which case the gate shall be locked immediately following the conclusion of such event. All other after hours ingress/egress of the driveway gate shall be by key card or by access code only;
- K. The permittee shall provide off-site parking for all employees who cannot be accommodated in the automobile parking spaces provided on Five Acres' Main Campus, School Site, and Support Facility. No Five Acres' employees or volunteers shall park on Mountain View Street;
- L. The permittee shall maintain the subject property in a neat and orderly fashion, free of litter and debris. All outdoor trash containers shall be covered and all trash enclosure areas shall be screened from public and private view corridors by landscaping, berms, compatible structures, or a combination of these;

- M. All parking lot and other exterior lighting within the Support Facility site shall be hooded and directed away from roadways and neighboring residences to prevent direct illumination and glare, and shall be turned off within 30 minutes after conclusion of activities with the exception of sensor-activated security lights and/or low-level lighting along all pedestrian walkways. In keeping with the residential scale of the neighborhood, the maximum permissible height for the Support Facility parking lot lighting fixtures shall be nine feet;
- N. The permittee shall not utilize any amplified sound system outdoors within the Support Facility or school sites;
- O. All fences and walls on the property as depicted on the approved Exhibit "A" shall be maintained in good condition in compliance with the requirements of Section 22.48.160 of the County Code;
- P. Except for seasonal decorations, outside display and storage of material on the property is prohibited;
- Q. The permittee shall not store or use hazardous materials on the subject property, other than substances commonly found in households, schools, and residential facilities;
- R. The permittee shall maintain a current contact name, address, and phone number with the Department at all times;
- S. The school shall continue to be accredited and offer instruction required to be taught in the public schools by the Education Code of the State of California;
- T. The school and group home shall comply with all licensing requirements of the State of California;
- U. The total number of resident children scheduled to be present on the premises at any one time shall not exceed 84 children;
- V. For special events that require overflow parking, the permittee shall accommodate excess vehicles in additional outside parking areas and shuttle bus-type transport or visitors shall arrive by bus from pre-arranged gathering sites;
- W. The permittee shall comply with a parking management plan which includes the following: designation of a Parking and Transportation Coordinator; formal parking policies and procedures for staff, employees, visitors, and volunteers; transportation demand-management measures; and a plan for providing sufficient off-street parking to accommodate staff,

visitors, and volunteers. The project shall be operated in substantial conformance with the approved parking management plan which is attached to these conditions and which is incorporated as part of these conditions to the satisfaction of the Department;

- X. The permittee shall use or rent the existing residence on the Support Facility site as a single-family residence;
- Y. The storage basement included in the Support Facility plans shall only be used for the storage of items that are used in conjunction with Five Acres' programs for children. Such items include, but are not limited to, children's records, supplies, and toys. The basement shall not be used for storage of heavy equipment or other maintenance items; and
- Z. The permittee shall be required to obtain a new conditional use permit if the establishment substantially changes its mode or character of operation.

Attachments:

Department of Public Works letter dated March 4, 2004

County of Los Angeles Fire Department - Forestry Division letter dated February 23, 2004

County of Los Angeles Fire Department - Fire Prevention letter dated August 16, 2005

Parking Management Plan



JAMES A. NOYES, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"Enriching Lives"

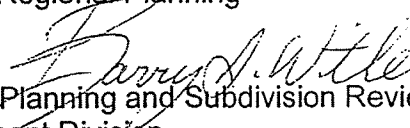
900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
www.ladpw.org

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

IN REPLY PLEASE
REFER TO FILE: LD-3

March 4, 2004

TO: Russell Fricano
Zoning Permits Section I
Department of Regional Planning

FROM: Barry S. Witler 
Transportation Planning and Subdivision Review Section
Land Development Division

CONDITIONAL USE PERMIT NO. 03-297

We have reviewed the subject case in the Altadena area in the vicinity of Mountain View Street (743,760, and 704 West Mountain View Street) and Windsor Avenue. This case is for the construction of a support facility ancillary to a group home with a one-story building with basement and a parking lot for 43 vehicles, after demolishing two existing garage buildings.

If this permit is approved, we recommend the following conditions:

1. Dedicate right of way 30 feet from centerline on Mountain View Street. Five feet of additional right of way is required along the property frontage.
2. Relocate the existing fence on Mountain View Street outside the right of way to the satisfaction of Public Works.
3. Construct sidewalk adjacent to the curb on Mountain View along the property frontage to the satisfaction of Public Works.
4. Repair any displaced, broken, or damaged curb, gutter, driveway apron, and pavement on Mountain View Street along the property frontage to the satisfaction of Public Works.
5. Remove the proposed mid-block crosswalk on Mountain View Street.

Russell Fricano
March 4, 2004
Page 2

6. Comply with the following street lighting requirements to the satisfaction of Public Works.
 - a. Provide street lights on concrete poles with underground wiring on Mountain View Street along the property frontage. Street lighting plans must be approved by the Street Lighting Section. For additional information, please contact Street Lighting Section at (626) 300-4750.
 - b. Upon Conditional Use Permit approval, the applicant shall enter into a secured agreement with the County of Los Angeles for the installation of the street lights in the amount of \$18,000. The applicant shall comply with the conditions of acceptance listed below in order for the Lighting Districts to pay for future operation and maintenance of street lights. The street lights shall be installed per approved plans prior to issuance of a Certificate of Occupancy.
 - c. All street lights in the project, or approved project phase, must be constructed according to Public Works approved plans. The contractor shall submit one complete set of "as-built" plans. Provided the above conditions are met, and all street lights in the project, or approved project phase, have been energized and the developer has requested a transfer of billing at least by January 1 of the previous year, the Lighting District can assume responsibility for the operation and maintenance of the street lights by July 1 of any given year. The transfer of billing could be delayed one or more years if the above conditions are not met.
7. Comply with other conditions as identified in Conditional Use Permit No. 88-236 (copy attached) to the satisfaction of the Departments of Regional Planning and Public Works.

WH:ca
P:\LD\PUB\TRANS\CUPS\CUP 03-297 CONSTRUCTION OF A SUPPORT FACILITY.DOC

Attach.

cc: Traffic and Lighting (Abdelhadi)

CONDITIONAL USE PERMIT CASE NO. 88236-(5)

CONDITIONS
Page 1

1. Unless otherwise apparent from the context, the term "permittee" shall include the applicant and any other person, corporation, or other entity making use of this grant.
2. This grant shall not be effective for any purpose until the permittee and the owner of the properties involved (if other than the permittee) have filed at the office of the Department of Regional Planning their affidavit stating that they are aware of, and agree to accept, all of the conditions of this grant.
3. The permittee shall defend, indemnify and hold harmless the County, its agents, officers, and employees from any claim, action, or proceeding against the County or its agents, officers, or employees to attack, set aside, void or annul this permit approval, which action is brought within the applicable time period of Government Code Section 65907. The County shall promptly notify the permittee of any claim, action, or proceeding and the County shall cooperate fully in the defense. If the County fails to promptly notify the permittee of any claim, action or proceeding, or if the County fails to cooperate fully in the defense, the permittee shall not thereafter be responsible to defend, indemnify, or hold harmless the County.
4. This grant will expire as to "Lot B" unless used within 2 years from the date of approval. A one year time extension may be requested before the expiration date.
5. If any provision of this grant is held or declared to be invalid, the permit shall be void and the privileges granted hereunder shall lapse.
6. The subject properties shall be developed, maintained and operated in full compliance with the conditions of this grant and any law, statute, ordinance or other regulation applicable to any development or activity on the subject properties.
Failure of the permittee to cease any development or activity not in full compliance shall be a violation of these conditions.
7. This grant allows continued use and increase in number of residents at a group home for children on Lot "A" and the establishment of a new private school on Lot "B", a separate parcel of land subject to the following restrictions as to use:
 - a. Not more than 84 children shall be residents at the home at any time.

CONDITIONAL USE PERMIT CASE NO. 88236-(5).

CONDITIONS
Page 2

- b. The school and group home shall comply with all licensing requirements of the State of California.
 - c. A four feet wide paved walkway connecting Lots "A" and "B" shall be constructed.
8. Three copies of revised plans, similar to Exhibit "A" as presented at the public hearing and conforming to such of the following conditions as can be shown on a plan, shall be submitted for approval of the Director of Planning:
- a. Show the proposed revised footprint for the classroom building.
 - b. Show required road right-of-way.
 - c. Indicate fire lanes required by the County Fire Department.
 - d. Show location of connecting walkway between Lots "A" and "B".

The property shall be developed and maintained in substantial conformance with the approved plan. All revised plans must be accompanied by the written authorization of the property owner.

9. Three copies of a landscape plan for Lot "B", which may be incorporated into a revised plot plan, shall be submitted to and approved by the Planning Director before issuance of a building permit. The landscape plan shall show the size, type, and location of all plants, trees, and watering facilities. All landscaping shall be maintained in a neat, clean and healthful condition, including proper pruning, weeding, removal of litter, fertilizing and replacement of plants when necessary.
10. The subject facilities shall be developed and maintained in compliance with requirements of the Los Angeles County Department of Health Services. Adequate water and sewage facilities shall be provided to the satisfaction of said Department.
11. Provide any facilities determined to be necessary for protection of the subject properties from fire hazard by the County Forester and Fire Warden.
12. Except as otherwise provided by the Department of Public Works on Lot "A" to avoid the existing buildings, dedicate to the County of Los Angeles that portion of the subject properties within 30 feet of the centerline of Mountain View Street.

FROM :

FAX NO. :

Mar. 15 2004 03:33PM P9

CONDITIONAL USE PERMIT CASE NO. 88236-(5)

CONDITIONS
Page 3

13. Dedicate to the County of Los Angeles vehicular access rights to Royce Street.
14. The permittee shall install a sidewalk and street lights improvements and repair damaged improvements along the frontage of the subject properties on Mountain View Street to the satisfaction of the Los Angeles County Department of Public Works.
15. Complete or guarantee completion of all requirements of Conditions 12 through 14 to the satisfaction of the Department of Public Works before obtaining building permits.
16. All structures shall conform with the requirements of the Division of Building and Safety of the Department of Public Works.

RF:EF:eh
10/24/88

(Var. B)

The Director of Regional Planning and the County Forester shall retain the right to make regular and unannounced site inspections.

3. Before commencing work authorized or required by this grant, the consulting arborist shall submit a letter to the Director of Regional Planning and the County of Los Angeles Fire Department, Forestry Division stating that he or she has been retained by the permittee to perform or supervise the work, and that he or she agrees to report to the Director of Regional Planning and the County Forester any failure to fully comply with the conditions of the grant. The arborist shall also submit a written report on permit compliance upon completion of the work required by this grant. The report shall include a diagram showing the exact number and location of all mitigation trees planted as well as planting dates.
4. The permittee shall arrange for the consulting arborist or a similarly qualified person to maintain the remaining Oak trees on the subject property that are within the zone of impact as determined by the County Forester for the life of the Oak Tree Permit or the Conditional Use Permit. The consulting arborist shall provide quarterly reports to the County Forester describing any work performed and an evaluation of the health and vigor of the remaining Oak trees on site. The quarterly reports shall be submitted even if work is not being performed. This will document the condition of the remaining Oak tree on the property and record any natural decline in their health and vigor and/or record any natural catastrophes (i.e., fire, earthquake damage, and insect infestation).
5. The permittee shall install temporary fencing, not less than four (4) feet in height, to secure the protected zone of the Oak tree on site as necessary. The fencing shall be installed prior to grading and shall not be removed without approval of the County Forester. The term "protected zone" refers to the area extending five (5) feet beyond the dripline of the Oak tree (before pruning), or fifteen (15) feet from the trunk, whichever is greater. The tree that is permitted for encroachment shall be fenced to allow specific work to be performed and still provide protection from larger equipment. The fencing shall be installed prior to grading and shall not be removed without approval of the County Forester.
6. Copies of the Oak Tree Report, Oak tree map, mitigation planting plan and conditions of approval shall be kept on the project site and available for review. If the conditions of approval are not present on site during a monitoring inspection of an active project, the County Forester will give an immediate "Stop Work Order". This will be administered both verbally and in writing. The "Stop Work Order" will be rescinded after the conditions of approval are present on the site and all employees associated with the project are fully aware of these conditions.

All individuals associated with the project as it relates to the Oak resource shall be familiar with the Oak Tree Report, Oak tree map, mitigation planting plan and conditions of approval.

PERMITTED OAK TREE REMOVAL AND ENCROACHMENT:

7. This grant allows the removal of one (1) tree of the Oak genus (*Quercus robur*) identified as Tree Number 6 on the applicant's site plan and Oak Tree Report.

This grant also allows encroachment within the protected zone of four (4) trees of the Oak genus (*Quercus agrifolia*) identified as Tree Numbers 1 thru 4 on the applicant's site plan map and Oak Tree Report. Trenching, excavation, or clearance of vegetation within the protected zone of an Oak tree shall be accomplished by the use of hand tools or small hand-held power tools. The County Forester must approve use of other equipment not specified. Any major roots encountered shall be conserved to the extent possible and treated as recommended by the consulting arborist.

8. In addition to the work expressly allowed by this permit, remedial pruning intended to ensure the continued health of the protected Oak trees or to improve their appearance or structure may be performed. Such pruning shall include the removal of deadwood and stubs and medium pruning of branches two inches in diameter or less in accordance with the guidelines published by the National Arborist Association. Copies of these guidelines are available from the County of Los Angeles Fire Department, Forestry Division. In no case shall more than 20% of the tree canopy of any one tree be removed.
9. Except as otherwise expressly authorized by this grant, the remaining Oak trees shall be maintained in accordance with the principles set forth in the publication, Oak Trees: Care and Maintenance, prepared by the County of Los Angeles Fire Department, Forestry Division. A copy of the publication is enclosed with these conditions.

MITIGATION TREES:

10. The permittee shall provide mitigation trees of the Oak genus at a rate of 2:1 trees for each tree removed for a total of two (2) trees.
11. Each mitigation tree shall be at least a 15-gallon specimen in size and measure one (1) inch or more in diameter one (1) foot above the base. Free form trees with multiple stems are permissible; the combined diameter of the two (2) largest stems of such trees shall measure a minimum of one (1) inch in diameter one (1) foot above the base.
12. Mitigation trees shall consist of indigenous varieties of *Quercus agrifolia* grown from a local seed source.
13. Mitigation trees shall be planted within one (1) year of the permitted Oak tree removal. Additional mitigation trees shall be planted within two (2) years of the death of any tree, which results from its permitted encroachment. The permittee shall provide mitigation trees of the Oak genus at a rate of 2:1 for any tree specified above, which dies as a result of the approved encroachments within two (2) years after the completion of this project. At the end of the two-year period, the County Forester can extend the monitoring period an additional two (2) years if the health of any encroached tree is in decline. Mitigation trees shall be planted either on site or at an off-site location approved by the County Forester. Alternatively, a contribution to the County of Los Angeles Oak Forest Special Fund may be made in the amount equivalent to the Oak resource loss. The contribution shall be calculated by the County Forester based on \$550 for each mitigation tree required.

Mr. Kevin Johnson
February 23, 2004
Page 4

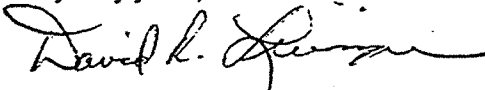
14. The permittee shall properly maintain each mitigation tree and shall replace any tree failing to survive due to a lack of proper care and maintenance with a tree meeting the specifications set forth above. The two-year maintenance period will begin upon receipt of a letter from the permittee or consulting arborist to the Director of Regional Planning and the County Forester indicating that the mitigation trees have been planted. The maintenance period of the trees failing to survive two (2) years will start anew with the new replacement trees. Subsequently, additional monitoring fees shall be required.
15. All mitigation Oak trees planted as a condition of this permit shall be protected in perpetuity by the Los Angeles County Oak Tree Ordinance once they have survived the required maintenance period.

NON-PERMITTED ACTIONS AND VIOLATIONS:

16. Encroachment within the protected zone of any additional tree of the Oak genus on the project site is prohibited. If the applicant encroaches or removes an Oak tree not specified in the Oak Tree Report all work must stop immediately. A new Oak Tree Report, which accurately identifies the project conditions, must be submitted for approval through the permitting process. The applicant will be responsible to pay all associated fees for the new Oak Tree Permit.
17. No planting or irrigation system shall be installed within the dripline of any Oak tree that will be retained.
18. Utility trenches shall not be routed within the protected zone of an Oak tree unless the serving utility requires such locations.
19. Equipment, materials and vehicles shall not be stored, parked, or operated within the protected zone of any Oak tree. No temporary structures shall be placed within the protected zone of any Oak tree.
21. Violations of the conditions of this grant shall result in immediate work stoppage or in a notice of correction depending on the nature of the violation. A time frame within which deficiencies must be corrected will be indicated on the notice of correction.
22. Should any future inspection disclose that the subject property is being used in violation of any one of the conditions of this grant, the permittee shall be held financially responsible and shall reimburse the County of Los Angeles Fire Department, Forestry Division for all enforcement efforts necessary to bring the subject property into compliance.

If you have any additional questions, please contact this office at (323) 890-4330.

Very truly yours,



DAVID R. LEININGER, CHIEF, FORESTRY DIVISION
PREVENTION BUREAU

DRL:lc

Enclosure



COUNTY OF LOS ANGELES
FIRE DEPARTMENT

5823 Rickenbacker Road
Commerce, California 90040

DATE: May 16, 2005
TO: Department of Regional Planning
Permits and Variances
SUBJECT: Zone Change - Mountain View
LOCATION: 743 West Mountain View, Altadena

- ☐ The Fire Department has no additional requirements for this permit.
- ☒ The required fire flow for this development is 1500 gallons per minute for 2 hours. The water mains in the street, fronting this property must be capable of delivering this flow at 20 pounds per square inch residual pressure.
- ☒ Install Public and/or On-site and/or 1 Verify / Upgrade 6" X 4" X 2 1/2" fire hydrants, conforming to AWWA C503-75 or approved equal. All installations must meet Fire Department specifications. Fire hydrant systems must be installed in accordance with the Utility Manual of Ordinance 7834 and all installations must be inspected and flow tested prior to final approval.
- ☒ Comments: Submit an original Fire Flow Form (Form 196) to our office prior to Public Hearing. If the fire flow does not meet the flow requirement, the fire hydrant will be required to be upgraded.
- ☒ Location: The fire hydrant located directly across the street from the proposed site on the easterly property line of 760 West Mountain View.
- ☒ Access: The proposed gate shall be the same width as the driveway while in the fully open position. The gate hardware shall conform to the Department's Regulation #5. Provide 2 man gates with a minimum width of 5' from Mountain View St. at the East and West ends of the property to access the structures from the street, walkways 5' in width shall be provided to provide a clear path around the structure.
- ☒ Special Requirements: Submit a revised site plan indicating the required corrections to the Land Development Unit. A full set of architectural drawings shall be submitted to the Department's Engineering Section in Commerce, (323) 890-4243

Fire Protection facilities; including access must be provided prior to and during construction. Should any questions arise regarding this matter, please feel free to call our office @ (323) 890-4243.

Inspector: Juan C. Padilla

Co.CUP 04/04

Land Development Unit - Fire Prevention Division - (323) 890-4243, Fax (323) 890-9783

PARKING MANAGEMENT PROGRAM

Five Acres shall establish, implement, and maintain a Parking Management Program to the satisfaction of the Los Angeles County Department of Regional Planning. Elements of the Parking Management Plan shall include the following:

Parking and Transportation Coordinator

- Five Acres will designate a Parking and Transportation Coordinator who shall oversee implementation of the following conditions:
 - Keep records and submit reports, as necessary, of Five Acres' implementation and compliance with the Program's requirements.
 - Manage and promote the Program.
 - Issue and enforce parking permits. These permits shall be issued in conformance with the Parking Policy set forth below.
 - Monitor, on a daily basis, Mountain View Street and adjacent streets to ensure compliance with this Parking Management Plan and to ensure that employees, volunteers and visitors do not park on or block driveways on Mountain View or adjacent streets.
 - Conduct regular audits on parking permits to prevent abuses.
 - Serve as the contact for transportation and parking matters, including responding to questions or complaints regarding the Program.
 - Maintain a log of all parking-related complaints received, the date and time received and the disposition of the response.
- Five Acres shall establish a local telephone number for the receipt of complaints regarding the Parking Management Program. This contact information shall be posted at the entrances to the Five Acres facilities located on Mountain View Street.
- Within 30 days of the completion of the support facility (CUP/OTP 03-297), a summary of the Parking Management Program, maps showing proposed/current off-site parking locations, and the contact information (e.g., telephone number) for neighborhood concerns and complaints, shall be:
 - Mailed to the residences and owners on Mountain View Street between Windsor Avenue and Casitas Avenue, local homeowner associations that include residences along Mountain view Street

between Windsor Avenue and Casitas Avenue, the Altadena Town Council, and to others who make a request in writing to be included on this mailing list.

- Posted on the Five Acres internet website.
- A log of all parking-related complaints shall be retained for a minimum of two years and shall be made available upon the request of the Fifth Supervisorial District, the Department of Regional Planning, the Altadena Town Council or the Altadena Town Council Census Tract Representatives for Census Tract 4610.

FIVE ACRES STAFF PARKING PROGRAM

- Five Acres shall maintain a formal parking policy for all Five Acres staff. All staff who commute to any of the Five Acres facilities on Mountain View Street shall utilize on-site or off-site parking. Staff members are not permitted to park on Mountain View Street or adjacent streets while conducting business (e.g., during their work shift) at the Five Acres facilities on Mountain View Street.
- As a condition of employment, all staff who drive to Five Acres' facilities on Mountain View Street must display a parking permit (e.g., hang tag, sticker, etc.). The permit shall designate the parking facility where the permit is valid. The permit shall be color-coded and/or shaped so that the type of permit is readily discernable.
- Five Acres staff will review and sign a copy of the parking policy, as well as complete an Employee Vehicle Identification Information form that includes pertinent vehicle information (i.e., license plate numbers, car make and model, etc.). Copies of these forms shall be kept in each employee's file by the Parking and Transportation Coordinator.
- Failure to comply with the parking policy may result in disciplinary action and will be reflected in the employee's performance evaluation.

VISITORS AND VOLUNTEERS¹ PARKING PROGRAM

- Upon completion of the support facility:

¹ Includes but is not limited to persons coming to Five Acres for any reason, including but not limited to family members, volunteers, job and volunteer applicants, board and committee members, DCFS social workers, auditors, donors, etc.

- Five Acres will send letters to volunteers (and visitors, if contact information is on file) explaining the Program and the requirement to use the designated off-street parking at 743 Mountain View Street.
- Five Acres will provide information to visitors and volunteers regarding the Program. As part of orientation or training, visitors and volunteers will be required to use the designated off-street parking at 743 Mountain View Street.
- Five Acres will require every visitor and volunteer to sign-in, including vehicle information (e.g., license plate number, vehicle make and model, etc.).
- Upon request from the Department of Regional Planning, Five Acres shall provide a summary of the weekly number of visitors and volunteers by day and by hour.
- A sign reminding visitors and volunteers of the requirement to use the designated off-street parking at 743 Mountain View Street will be displayed adjacent to the sign-in log.
- Volunteers (and visitors, if contact information is on file) shall receive a reminder regarding the parking program and the required use of off-street parking at 743 Mountain View Street.
- Volunteers will be advised that compliance with the Program is a condition of volunteering with Five Acres.

TRANSPORTATION DEMAND MANAGEMENT MEASURES

- Staff, volunteers and visitors shall be encouraged to carpool or use alternative modes of transportation (e.g., walk, bicycle, public transit, etc.) when visiting any of the Five Acres facilities on Mountain View Street.
- Five Acres shall provide secure and protected parking for bicycles (e.g., bicycle racks).

PARKING OPERATION MANAGEMENT

- Five Acres shall maintain a minimum of 113 on-site parking spaces upon completion of the Support Facility.

- The required parking spaces shall be available for vehicular parking only and shall not be used for storage, vehicle repair or any other unauthorized use.
- Five Acres shall provide sufficient on-site and off-site parking to accommodate all staff, visitors and volunteers. Currently, in addition to the 113 on-site parking spaces, Five Acres utilizes an additional 84 spaces on two off-site parking lots. If the number of off-site spaces falls below 84, Five Acres shall secure equivalent off-site parking. If the number of staff increases, Five Acres shall secure sufficient additional off-site parking to accommodate the additional staff members.
- Shuttle service shall be provided between the off-site locations and the Five Acres facilities as necessary.
- For special events, Five Acres shall provide additional off-site parking (with shuttle support) and/or shall arrange for shuttle pick-ups at pre-arranged gathering sites.
- Upon the request of the Fifth Supervisorial District or the Department of Regional Planning, Five Acres shall provide a summary of staffing numbers at the facilities on Mountain View Street (weekly information by day and by hour).